

**Teaching Assistant Person Specification**

| Attribute | Essential  | Desirable | Method of Assessment |
| --- | --- | --- | --- |
| Experience | * At least 2 years TA or other relevant experience
 | * SEN Teaching Experience
 | * Letter of application
* References
* Interview
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| Practical Skills | * Good organisation and an ability to prioritise
* High Standard of Practice.
 | * Understanding of IEPS and Statements
 | * Letter of application
* References
* Interview
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| Communication | * Excellent written and verbal communication skills
 |  | * Letter of application
* References
* Qualifications
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| Personal Qualities | * Ability to maintain confidentiality
* Ability to work under pressure
* Diplomatic
* Tactful
* Excellent time management
 | * Personable and welcoming
 | * Interview
* References
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| Strategic Thinking | * Problem solver, strategic thinker and planner
* Ability to contribute to Staff team
 |  | * Letter of application
* References
* interview
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| Technology / IT Skills | * ICT expertise and skills
 |  | * Application
* References
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| Education and Training | * Minimum Level 2 Teaching and learning or equivalent
 | * SEN Qualification
 | * Letter of application
* References
* Qualifications
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| Equal Opportunities | * Stepping Stones and it’s staff have a obligation to implement anti-discriminatory and equal opportunities when carrying out their duties
* Knowledge and understanding of equal opportunities legislation
* Sympathy for the needs of students and families
 |  | * Letter of application
* References
* Interview
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| Physical | * Able to carry out the duties of the post with reasonable adjustments where necessary
 |  | * Interview
* Medical
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| Other relevant factors | * Commit and conform to Stepping Stones values and aims
* Flexibility concerning hours
 |  | * Letter of application
* References
* Interview
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